

**PRIVACY ACT/FOIA REPORTING**  
**NAVY PERSONNEL COMMAND, MILLINGTON, TN 38054**

**SPECIAL INSTRUCTIONS**

1. Complete this form for all requests for information which cite FOIA or Privacy Act.
2. Complete this form, even if written consent of individual is provided for each disclosure, except when:
  - a. Disclosure is made within DOD or Department of the Navy.
  - b. Individual examines his/her own record.
  - c. Record is transferred to NPRC, St. Louis.
3. Forward completed form **WITH WRITTEN CONSENT ATTACHED** and any related correspondence to code 01.

NAME: (First, Middle, Last)

SSN:

**PRIVACY ACT DISCLOSURE**

PURPOSE OF DISCLOSURE:

INFORMATION DISCLOSED:

DATE OF DISCLOSURE:

NAME AND ADDRESS OF REQUESTOR:

WRITTEN CONSENT PROVIDED:

{ } YES  
{ } NO

REMARKS:

**INDIVIDUAL REQUEST**

ACT CITED:

{ } FOIA  
{ } PRIVACY ACT

INFORMATION REQUESTED:

DISPOSITION OF REQUEST:

REMARKS: